

Criminal Justice Coordinating Council
Information Technology Advisory Committee

Meeting Notes – August 21, 2001

The next regular meeting of the
Information Technology Advisory Committee
Will be scheduled for September 20th

The August 21st meeting of the Information Technology Advisory Committee, ITAC, was held in the Clerk of the Courts Conference Room, # 2500, in Superior Court for the District of Columbia, at 12:30. Judge Hedge chaired the meeting.

The following agencies were represented: the Superior Court of the District of Columbia, the Office of the Chief Technology Officer, Public Defender Services, the Youth Services Administration, the Pretrial Services Agency, the US Parole Commission, the Office of the US Attorney, Court Services and Offender Supervision, the Criminal Justice Coordinating Council, KPMG, and JRSA.

1. The JUSTIS Phase 3 procurement is proceeding smoothly at this point. The Procurement Officer does not require a third competitive procurement for this phase. The Statement of work (SOW) approved by the ITAC has been provided to KPMG. We expect a response within the next two weeks. Because the procurement may cross fiscal year boundaries, the ITLO has prepared a “bridge contract” which requests critical services central to the operation of JUSTIS and maintenance of an acceptable level of service.
2. The ITLO announced that a number of personnel had signed up for the Phase 3 Working Groups at the Commencement Programs. A list of those who had signed up was circulated and ITAC members were asked to join and/or designate others from their agencies to participate.

The first meeting of each working group will be held prior to the next ITAC meeting.

3. KPMG distributed CD's containing the following documentation:
 - JUSTIS Programmer's Guide
 - JUSTIS Hardware Plan
 - JUSTIS Software Upgrade Plan
 - JUSTIS Security Policies and Procedures

JUSTIS Operator's Manual
JUSTIS Help Desk Manual

Each set of documentation was briefly presented by KPMG. The ITAC was asked to review these documents and **send any questions or proposed changes to the ITLO by September 4, 2001.**

The membership was told many of these documents are sensitive, in that someone who wishes to harm JUSTIS could use this documentation as a tool to cause that harm. The membership was asked not to disseminate this CD beyond agency personnel directly related to the JUSTIS project.

4. The Commencement Program activities were reviewed. A summary of the Commencement feedback questionnaire results was distributed to the membership. It was pointed out that the feedback indicates that "access" should remain a primary goal of the JUSTIS program and that a large number of users might make use of that access.
5. Mr. Jim Zepp, Project Manager for JRSA and Marc Osman, Web Master for JRSA, presented a demonstration of the new Automated Records Management (ARM) System. This system originated with the initial efforts of the Policy and Budget Working Group in 1998. The data collected represented central information about each system operated or planned by each participating justice agency. The results were issued on a CD. Those data quickly became out of date and the CD provided no way to update the files.

The ARM system is a fully automated, on-line, updateable, version of that early effort. This new version not only contains the up-to-date compilation of such data, but also such information as the LAN descriptions, desktop equipment descriptions and latest code tables. The ARM is being completed and will be available via the secure section of the CJCCDC website. ITAC participating agencies will be responsible for the support and maintenance of their agency data. Specific agency personnel will be able to access, modify and delete data pertaining only to their agency.

The ARM system will be a great benefit to all agencies as they plan new systems, attempt to coordinate with other agencies and attempt standardization of data, equipment, software and designs. The ARM system will be available to all users by the end of September.

6. The new Chairman of the Information Technology Security Officers (ITSO) organization, Mr. Frank Norwicki, reported on the activities of the ITSO since last meeting. He reminded ITAC members that they place the entire JUSTIS system at risk if they fail to have agency representation on the ITSO organization. We need all agencies to fully participate if we want our plans to truly meet or exceed all agency security requirements.

Mr. Norwicki also reminded all agencies that JUSTIS could only be effective when used by all personnel who require access to this valuable data resource. He requested that each agency immediately submit their LOGON requests so that they can be quickly processed. KPMG has volunteered to provide extra training sessions so that large numbers of personnel can be trained without impact on agency training or security personnel.

7. The next ITAC meeting is September 20, 2001. This is a very critical meeting because we must both determine if the efforts and products from both JRSA and KPMG are acceptable and review the KPMG proposal for Phase 3. This meeting both affirms the work done by the ITAC for the last 6 months and sets the plans for the next 6-8 months. Please be certain to mark your schedule for this meeting.